

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

April 21, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-47

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Outstanding Employee Claim/Overpayment Balances as of March 31, 2016
for Separated Employees Including IMPORTANT Changes to Processing -
Immediate Action Required

The Office of State Uniform Payroll (OSUP) is reporting the total outstanding employee claim/overpayment balances for your agency from 2003 through the quarter ending March 31, 2016. **(Note: This report also includes the December 31, 2015 claims that have not yet been reported.)** Each agency's claims report will be sent separately from this memo directly to the HR Personnel listed on LaGov HCM report ZP200 (Agency Contacts for HR Director and HR Employee Administrator).

Important Changes/Immediate Action Required

In accordance with [Act 399](#) of the 2013 Legislative Session, all debts owed to the state shall be referred to either the Office of the Attorney General or the Department of Revenue's Office of Debt Recovery (ODR) for collection. **OSUP, ODR, and the Office of the Attorney General have developed a plan for OSUP to report payroll claims to ODR for collection on behalf of LaGov HCM Paid agencies. This requires immediate agency action. OSUP's procedures on Employee Claims Processing have changed significantly. Please refer to the OSUP Procedures page for specific information about claims and to review the immediate action that must be taken by your agency.**

Note: As part of the updated procedures, your agency must send up to two, separate letters to the overpaid employee before the debt is turned over to ODR for collection. These letters are available through the procedure document on the OSUP website.

Please note the deadlines to complete this process:

- **By May 25, 2016**, research and authenticate claim amount and send final debt 60 day notice to each employee.
- 30 days after the date the 60 day letter was sent (no later than June 25, 2016), send a 30 day reminder notice to those employees who have not yet responded to the first letter.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-47

April 21, 2016

Page 2

- **By August 1, 2016**, submit Attestation Form and a separate list of debt that is being certified to send to ODR. In addition, return completed report/spreadsheet to OSUP.

If there are any questions, please contact Jessamye Charette at (225) 342-5344 or Jessamye.Charette@la.gov.

APH:JC/par

cc: Micheal Ullo, Legislative Auditor
B.J. Meche, Office of Debt Recovery
Stacey Landry, Office of the Attorney General

Attachment: Agency Specific Spreadsheet